

**DEPARTMENT OF THE ARMY  
US ARMY GARRISON, ABERDEEN PROVING GROUND  
ABERDEEN PROVING GROUND, MARYLAND**

**NONAPPROPRIATED FUND POSITION ANNOUNCEMENT**

**NAF VACANCY ANNOUNCEMENT #OC19-01**

**OPEN: 13 OCTOBER 2000**

**NO CLOSING DATE**

**POSITION TITLE, SERIES, GRADE & PAY: BARTENDER, NA-7405-03, (See Current Pay Schedule for NA, NL, & NS, Crafts & Trades)**

**LOCATION: IMWRF, Top of the Bay, US Army Garrison, Aberdeen Proving Ground, Maryland**

**TYPE OF APPOINTMENT: Regular Full-time, Regular Part-time, Flexible or Limited Tenure depending upon the need at the time position is filled. Work schedule may be Regular, Irregular or Rotating. Conversion from a flexible or Limited Tenure appointment to a Regular Full-time Regular Part-time may be made non-competitively.**

**BRIEF DESCRIPTION OF DUTIES: Responsible for complete setup of limited service or portable bar to include determining the stock and supplies initially needed. Mixes and serves variety of drinks, including sodas, beer, wine and liquor. Prepares reports to include requisitions, sales and consumption.**

**QUALIFICATION REQUIREMENTS:**

**MUST BE 18 YEARS OF AGE OR OLDER**

**-Applicant must have a minimum of six (6) months of experience mixing alcoholic beverages for retail. (Satisfactory completion of a certified Bartender Training School may be substituted for three (3) months of required experience).**

**-Demonstration of the following work behaviors is desirable:**

- a. Courtesy and tact in serving patrons.**
- b. Neatness and good grooming.**
- c. Dependability**
- d. Clear speaking voice.**

**Physical Requirements: Applicant must be able to stand, bend, walk and do moderate lifting for long periods of time. Must be able to hear the conversational voice.**

**NAF VACANCY ANNOUNCEMENT #OC19-01 (CONTINUED)**

**CONDITION OF EMPLOYMENT:**

*Direct Deposit: As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.*

**INSTRUCTIONS TO APPLICANTS:** Application forms (DA Form 3433, in detail) for current nonappropriated fund (NAF) employees at US Army Garrison, Aberdeen Proving Ground, Maryland; with a concurrent recruitment from all sources are available at the Civilian Personnel Office, NAF Branch, building 305, lower level, Aberdeen Proving Ground, Maryland.

**NOTE:** To receive Veteran's Preference, a copy of your DD 214 must be furnished. To receive Spouse Employment Preference, you must furnish a copy of your spouse's PCS orders. Refusal by the spouse to participate in established recruitment procedures (i.e. Interview, Knowledges, Skills and Abilities where required, etc.) is considered a declination of employment and is a basis for termination of Spouse Employment Preference for the current PCS of the sponsor.

**EQUAL OPPORTUNITY:** Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the serving NAF Civilian Personnel unit. Requests for reasonable accommodation are made on a case by case basis. Consideration for placement and evaluation of qualifications will be made on a fair and equitable basis without regard to race, sex, creed, national origin, religion, color, lawful political or other affiliation, marital status, physical handicap, age, membership or non-membership in an employee organization.

**STATEMENT OF WHISTLEBLOWER PROTECTION:** Nonappropriated fund employees and applicants will be free from reprisal in making protected disclosures and the confidentiality of employees and applicants making such disclosures will be protected. Any civilian employee or applicants of a nonappropriated fund instrumentality who reasonably believes that a personnel action (including failure to take such action) was taken as reprisal for making a protected disclosure may file a complaint with DOD Inspector General. Such a complaint may be filed by calling the DOD Hotline toll-free (800) 424-9098 or COM (703) 693-5080 or DSN 223-5080 or by letter addressed to DOD Hotline, The Pentagon, Washington, DC 20301-1900.

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